
SECTION 8.0 - Utilities Feature

Utilities Feature

The Utilities feature provides registered users access to maintain their account and view their ECF transactions.

- Click Utilities



- Maintain Your Account, View Your Transaction Log, and Mailings are the most frequently used fields in the Utilities section pertaining to ECF.
- The balance of the options are either PACER related or shortcuts to the internet.

A screenshot of the "Utilities Options" window. The window has a title bar "Utilities". Inside, there are three main sections: "Your Account" (links: Maintain Your Account, View Your Transaction Log, Change Client Code, Change Your PACER Login, Review Billing History, Show PACER Account), "Miscellaneous" (links: Internet Payment History, Legal Research ..., Mailings...), and "Administrative" (links: Verify a Document).

Utilities Options		
Your Account	Miscellaneous	Administrative
Maintain Your Account	Internet Payment History	Verify a Document
View Your Transaction Log	Legal Research ...	
Change Client Code	Mailings...	
Change Your PACER Login		
Review Billing History		
Show PACER Account		

Utilities Options

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8.1 Maintain Your Account

- **Click Maintain Your Account**

This screen displays all the registration information contained within the ECF database for your account. **Please contact the Clerk's Office should any account changes need to be made to your account.**

The screenshot shows a 'Maintain User Account' form with various input fields and dropdown menus. The fields include: Last name, First name, Middle name, Generation, Gender, ATY Type, Title, Bar number, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, County, Phone, Fax, Initials, DOB, AO code, End date, Civil ref style, Criminal ref style, Date sworn, Status, Email information..., More user information..., Submit, and Clear buttons. A checked checkbox labeled 'Add Headers to PDF Documents' is also present.

8.1 Maintain Your Account

- **Click [Email Information]**

ECF will e-mail the Notice of Electronic Filing based upon the information entered on this screen. Perform the following steps to enter additional e-mail addresses which will receive ECF notification.

- Click to insert a checkmark in the box to the left of "**to these additional addresses**"
- Enter the e-mail addresses of individuals. Use a semi-colon to separate the e-mail addresses with no spacing between the name and the semicolon. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.
- Stipulate the format of the ECF notices
- To enter all new information in your screen, click **Clear OR**
Click Return to Account Screen to save changes

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E-mail information for jpc

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

[Return to Account screen] [Clear]

E-mail addresses

It is the addressee's responsibility to configure his/her electronic mail account to accept delivery of court mail from ilsd_nef@ilsd.uscourts.gov.

To view login information for your account or change your password, follow these steps:

- Click **More User Information** from the **Maintain Your Account** screen (see 8.1 Maintain your Account)

More User Information for attorneytest

Login <input type="text" value="attorneytest"/>	Last login 09-04-2003 08:33
Password <input type="password" value="*****"/>	Current login 09-04-2003 08:33
Prid 67482	Create date 08/22/2003
Registered Y	Update date 08/25/2003
Groups Attorney	

[Return to Account screen] [Clear]

Password Changes

This screen displays the user login information and provides access to change your ECF password. Notice ECF displays a string of asterisks in the **Password** field. To change your ECF password, place the cursor in the **Password** field and delete the asterisks. Type the new password. ECF displays the actual characters of your new password. When complete, click [**Return to Account Screen**].

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When all changes are complete, click **[Submit]** on the bottom of the Maintain User Account Screen to submit the changes to ECF. ECF will confirm that all updates were accepted. Begin using the new password for your next ECF session.

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8.2 View Your Transaction Log

From the **Utilities** screen, click [**View Your Transaction Log**]. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range and click [**Submit**]. ECF displays a report of all transactions in ECF within the date range specified for this account.



The screenshot shows the ECF Transaction Log report. At the top, there's a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a yellow question mark icon. Below the navigation bar, it says "Transaction Log" and "Report Period: 01/01/1996 - 10/20/2003". The main area is a table with four columns: Id, Date, Case Number, and Text. The table contains three rows of transaction data:

Id	Date	Case Number	Text
528	10/06/2003 13:32:12	3-03-cr-30346-1	NOTICE OF ATTORNEY APPEARANCE: Attorney One appearing for Cermen L Toney (One, Attorney)
531	10/06/2003 13:34:01	3-03-cr-30346-1	First MOTION for Discovery by Cermen L Toney. (One, Attorney)
671	10/08/2003 13:51:24	4-99-cr-99999-1	Amended MOTION to Suppress <I>Testimony</I> by Jane Doe. (Attachments: # (1))(One, Attorney)

Total Number of Transactions: 3

Transaction Log

Use this feature to review your transactions and to verify

- All your transactions are reflected in the log
- No unauthorized individuals have entered transactions into ECF using your login and password

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8.3 Mailings

There are two options in **Mailings**.

- **Mailings by Case** - will ask for case number and identify all parties that are registered to receive NEFs from ECF, as well as those participants which must be notified manually.
- **Mailing Labels by Case** - will ask for a case number and print labels in columns for all parties related to the case. It is also possible to copy and paste this information into your word processing application.



Mailing Information